

Student Association Executive Selections Process (2010)

Purpose:

In the absence of a clear policy on elections for the Student Associations, ACUNSA has endorsed an 'appointment by selection' process as temporary measure to ensure that the appointment of Executive Committee members (President, Vice-President, Secretary, Treasurer) is conducted fairly and without dispute.

Selection Committee:

- Current President, Chair
- Current Student Senator
- 2 currently enrolled Students (no links to Student Association)
- Campus Life Coordinator *or* Officer
- Executive Manager, Office of Student Success *or* AVC/Campus Dean *or* Senior Academic staff

**If the President has submitted an application for any position, their membership of the selection committee will be void, and the Student Senator will assume the position of Chair.

In the absence of the President on the Selection Committee, either the Vice-President or a nominated member of the Student Association Management Committee will be appointed to the committee by the Student Senator.

Process:

- 1.0 Announcement of Selections Process / Consultation Week (Monday 23 August)
- 2.0 Nominations open for a period of two weeks
 - 2.1 Open: 9am, 30 August
 - 2.2 Close: 5pm, 10 September
- 3.0 Stand-down Week / Short listing by Selection Committee (13 – 17 September)
- 4.0 Selection Panel convened to interview candidates (between 20 September – 8 October)
- 5.0 Confirmation
 - 5.1 Endorsement by PVC Students, Learning & Teaching: 8 October
 - 5.2 Successful Candidates informed: Monday 11 October
 - 5.3 Official Announcement: Wednesday 13 October

Applicant nomination Requirements

Applicants for all four positions must submit a formal nomination form (appended) providing contact details and the name of one currently enrolled student seconding the nomination.

Students can apply for *one* position only.

Attached to the nomination form, applicants must submit a response addressing the selection criteria (no more than two pages) for the relevant position and in the case of applications for President or Vice President, a CV.

Applications will open at 9am on Monday 30th August and close sharply at 5pm on Friday 10th September.

Nominations must be submitted at the nominations box located at campus reception by no later than the 5pm Friday 10 September.

The nominations box will be collected by the Campus Life Staff member. Applications will then be sorted by the selection committee and short listing will occur where appropriate.

Shortlisting will occur when there are more than three applications for any given position.

The President, as chair of the selection committee, reserves the right to extend the nomination period if there are no applications at the close of the period.

The president, chair of the selection committee, reserves the right to re-open the nomination period if a suitable candidate is not appointed.

Selection Criteria

Applicants must address the following criteria in their application

- **President**
 - Enrolment in either an Undergraduate or Postgraduate degree at Australian Catholic University.
 - Leadership Experience
 - Communication and Interpersonal Skills
 - Professionalism
 - Work ethic
 - Ability to work with a wide range of people including students, staff and other stakeholders
 - **An understanding of the role of the President**
 - **An awareness of the Student Association Operational Plan and its importance to the operation and management of the Student Association.**
 - An appreciation and understanding of the Mission of Australian Catholic University and how it applies to the Student Associations

IDEAL: Previous Leadership Experience, whether on the Student Association or in another organisation

- **Vice-President**
 - Enrolment in either an Undergraduate or Postgraduate degree at Australian Catholic University.
 - Leadership Experience
 - Communication and Interpersonal Skills

- Professionalism
- Work ethic
- Ability to work with a wide range of people including students, staff and other stakeholders
- **An understanding of the role of the Vice-President**
- **An awareness of the Student Association Operational Plan and its importance to the operation and management of the Student Association.**
- An appreciation and understanding of the Mission of Australian Catholic University and how it applies to the Student Associations

IDEAL: Experience in working with a wide range of people

- **Secretary**

- Enrolment in either an Undergraduate or Postgraduate degree at Australian Catholic University.
- Communication and Interpersonal Skills
- Professionalism
- Work ethic
- Ability to work with a wide range of people including students, staff and other stakeholders
- **An understanding of the role of the Secretary**
- **An awareness of the Student Association Operational Plan and its importance to the operation and management of the Student Association.**
- An appreciation and understanding of the Mission of Australian Catholic University and how it applies to the Student Associations

IDEAL: Experience in office management

- **Treasurer**

- Enrolment in either an Undergraduate or Postgraduate degree at Australian Catholic University.
- Leadership Experience
- Communication and Interpersonal Skills
- Professionalism
- Work ethic
- Ability to work with a wide range of people including students, staff and other stakeholders
- **An understanding of the role of the Treasurer**
- **An awareness of the Student Association Operational Plan and its importance to the operation and management of the Student Association.**
- An appreciation and understanding of the Mission of Australian Catholic University and how it applies to the Student Associations

IDEAL: Experience in the management of finances